



Maryland Department of Human Services  
Office of Licensing and Monitoring  
311 W. Saratoga Street  
Baltimore, Maryland 21201  
Office: 410.767.7871 Fax: 410.333.8408

**CHILD PLACEMENT AGENCY REPORT**

**Provider Organization:** Neighbor to Family, Inc.

**Licensing Agency:** DHS

**Contracting Agency(s):** DHS

**Name of Chief Administrator:** Donna McCarter

**Email:** [Donna.mccarter@ntf.org](mailto:Donna.mccarter@ntf.org)

**License Type:** Treatment Foster Care

**Type of Inspection:** Quarterly

Name and Address of CPA Office	License Capacity	DHR Contract Limit	Census by Placing Agency	License#/ Exp. date	Date of site Inspection
Neighbor to Family Inc, 5750 Executive Drive, Suite 107 Baltimore, MD 21228	Unlimited	50	31	#00284 12/04/2020	06/04/2019

**Inspection Summary**

**Number of Records Reviewed:** Youth 3 Staff 4 Foster Parent 0 Adoptive Parent NA

**Number of Interviews:** Youth 0 Staff 0 Foster Parent 0

**CPA Office Inspection:** Approved

**Number of ILP Apartments Inspected:** N/A

**Number of Foster Homes Inspected:** 0

**Current COMAR Violation:** Yes X No \_\_\_\_\_

**If Yes, list Cited Violation(s) below:**

Violation(s)	Findings
07.02.21.10D	Foster Parent Progress Notes missing in 1 of 4 youth records.
07.02.21.08 A(3)(5)	Monitoring visits to the home are only occurring 1x per month.
07.02.21.05 A	Staff must complete a minimum of 20 hrs. of pre-service training must occur before assuming duties.

**Corrective Action Plan:** Yes X No \_\_\_\_\_

**If yes, date of CAP:** 06/13/2019

**Any Violations During Mid or Re-Licensure Periods:** Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes See Report (s) Date(s):**

**Complaint Outcome:** NA

**Current Status of License:** Continued

**Licensing**

**Coordinator:** Sherlema Ferguson

**Date:** 6/13/19

**Email:** [sherlema.ferguson@maryland.gov](mailto:sherlema.ferguson@maryland.gov)

**Program Manager:** Richard Berger

**Date:** 6/13/19

**Email:** [richard.berger@maryland.gov](mailto:richard.berger@maryland.gov)